



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 13	DATE: November 24, 2000
TITLE: PERSONAL PROTECTIVE EQUIPMENT	APPROVED BY: Katherine Boxer Latipow

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13-1. REFERENCE

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Article 10
- (b) City of Fresno Injury and Illness Prevention Program

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13-2. **PURPOSE**

To establish policies and procedures for the procurement and use of personal protective equipment for the protection of employees who are exposed to hazards that cannot be controlled through engineering or administrative controls.

13-3. **POLICY AND PROCEDURES**

(a) General

- (1) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Article 10 provides the statutory guidance for the identification and selection of personal protective equipment (PPE) to protect employees of hazards associated with the head, eye, body, hand, and foot.
- (2) The City of Fresno Injury and Illness Prevention Program provides implementing guidance from the City and requires each Department to have a written program that reflects the policy objectives stated.
- (3) This policy further provides for the additional protection of employees through the implementation of a comprehensive PPE policy.

(b) Postings

Each Division shall post in assembly areas and/or common bulletin boards the location of hard hat areas.

(c) Obtaining Personal Protective Equipment

- (1) Supervisors are to determine PPE requirements based upon a hazard assessment of the hazards to which their employees are exposed. Size and quantity information shall be included in the survey. A copy of this survey is to be provided to the Division Safety Officer.
- (2) From the above survey each Division shall stock a sufficient number with appropriate size to provide affected employees with appropriate PPE for the hazards to which they will be exposed.
- (3) Employees shall be issued PPE based upon the hazards identified. The assignment of PPE may be permanent or temporary dependent upon use factors and the hazard assessment. Personal items, such as safety shoes, shall be

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issued to the employee and not returned to a central storage/issue point for use by other employees.

- (4) Employees may provide their own personal protective equipment; however, it must meet or exceed the requirements listed in Reference 1.

(d) Types of Personal Protective Equipment to be Issued

(1) Head Protection

Employees shall be issued head protection when exposed to flying or falling objects and/or electric shock (above 50 volts). The type of head protection shall meet the requirements outlined in Reference 1.

(2) Eye and Face Protection

(A) Employees working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections or injurious light rays which are inherent in the work environment, shall be safeguarded by means of face and/or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby employees. The type of eye and face protection shall meet the requirements outlined in Reference 1.

(B) Employees who procure prescription safety glasses shall have those glasses fitted with side shields and provide certification that they meet or exceed applicable standards.

(3) Body Protection

Body protection shall be required for employees work exposes parts of the body to hazardous or flying substances or objects, electrical arc, blast, etc. The type of body protection shall meet the requirements outlined in Reference 1 or other sources.

(4) Hand Protection

Hand protection shall be required for employees whose work involves unusual or excessive exposure of hands to cuts, burns, harmful physical or chemical agents or radioactive materials which are encountered and capable of causing injury or

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impairments. Hand protection, such as gloves, shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Wrist watches, rings, or other jewelry shall not be worn while working with or around machinery with moving parts in which such objects may be caught, or around electrically energized equipment. The type of hand protection shall meet the requirements for the specific hazard encountered.

(5) Foot Protection

- (A) Appropriate foot protection shall be required for employees who are exposed to potential foot injuries from hot, corrosive or poisonous substances, or falling objects, crushing or penetrating actions that may cause injuries, or who are required to work in abnormally wet locations. Employees shall not be allowed to work in areas or at tasks which have recognized foot injury hazards without appropriate foot protection.
- (B) Employees who have unserviceable safety shoes shall be provided with a voucher for replacement shoes. Employees are authorized to buy only a single pair of shoes with their voucher. Unserviceable safety shoes shall be confiscated once the employee procures the new safety shoes. These unserviceable safety shoes shall be disposed of by making them unable to be worn and disposing of the remains. The type of safety shoe selected shall meet the requirements outlined in Reference 1.
- (C) Employees who are exposed to unusually wet conditions may be issued a supplementary pair of foot protection (overshoes, irrigation boots, etc.). This is to be a direct issue.
- (D) Electricians shall be protected from electrical shock by wearing non-conductive safety shoes. The cost of these shall be borne by the division.

(6) Safety Belts and Life Lines

- (A) Safety belts are not authorized for use as fall protection in the Parks, Recreation and Community Services Department.
- (B) Full body harnesses meeting applicable standards shall be used to protect employees from falls when working over six feet from the surface below.
- (C) Where life lines are used, they shall be of strength equivalent to ½-inch manila rope.

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- (D) Lanyards shall be used in conjunction with full body harnesses to prevent employees from falling over six feet.

- (7) Protection from Electric Shock

Employees shall be protected from electric shock over 50 volts nominal as required in the High- and Low-Voltage Electrical Safety Orders, Title 8, California Code of Regulations. Appropriate 100% cotton, NOMEX, or other fire retardant material shall be worn when on the job. Jackets for electricians and others exposed to electrical shock shall be made of 100% cotton, NOMEX, or other fire retardant material.

- (8) Life Rings and Personal Flotation Devices

At least one U.S. Coast Guard approved 30-inch life ring with not less than 90 feet of 600 pound capacity line attached shall be kept in a conveniently accessible place where employees work exposes them to the hazard of drowning or each employee so exposed shall wear a U.S. Coast Guard approved personal flotation device.

13-4. RESPONSIBILITIES

- (a) Division Managers

- (1) Identify or cause to be identified risks of injury that require the use of PPE.
- (2) Establish controls that ensure requests for PPE are approved consistent with the work environment, safety requirements, and effective cost-control procedures.
- (3) Establish a central point within the division to process requests for purchase of replacement of PPE.
- (4) Provide for the establishment and maintenance of records.
- (5) Include estimates of projected costs of PPE in annual budget planning.
- (6) Inform employees of the rules and requirements to wear PPE, conduct inspections to ensure compliance, and initiate corrective action when an employee fails to conform to established rules.
- (7) Ensure appropriate PPE is available for employee use.

- (b) Supervisors

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- (1) Identify risks of injury that require the use of PPE.
 - (2) Inspect PPE on a semi-annual basis for serviceability and accountability.
 - (3) Instruct employees on the hazards to which they are exposed and the appropriate protective measures.
 - (4) Enforce the rules and requirements for the wear of PPE.
 - (5) Make appropriate recommendations to the Division Manager.
- (c) Employees
 - (1) Conform to the rules and requirements governing the wearing of PPE.
 - (2) Report to work with, and wear, all required safety equipment and clothing whether provided in whole or in part by the City.
 - (3) Take all reasonable precautions to conserve and protect the PPE provided by the City.